



Manager's Report

For Council Meeting 6/26/01

FINANCE

Listed below are the new businesses licensed during this period:

<u>Business Name</u>	<u>Address</u>	<u>Business Type</u>
B R Roberts Inc	503 Tuliptree Sq NE	Accounting
Crate & Barrel	241 Ft Evans Rd NE #1601	Housewares
Domenico	307 Patterson Ct NW	Marketing Firm
Holloway Commercial Cleaning	709 Emerald Hill Dr NE	Commercial Cleaning
Holloway Company	709 Emerald Hill Dr NE	Marketing
Holloway Enterprises	709 Emerald Hill Dr NE	Gate Attendant Serv
Home Business Networks Int'l	510 Crestwood St SW	Herbalife Distributor
J W T Consulting	722 Godfrey Ct SE	Technical Consulting
Jerry's Florist (new owner)	25 Fairfax St SE	Florist
Jett Staffing Services	516 Ginkgo Ter NE	Recruiting Agency
Leesburg Music Studios	213 Church St SE	Music Lessons
Little Me	241 Ft Evans Rd NE #1351	Childrenswear
Little VIPs	447 Silverbell Ter NE	Home Day Care
Motherhood Maternity Outlet #1630	241 Ft Evans Rd NE	Retail - Clothes
Quaintance Firm	10 Catoctin Cr SE	Patent Attorney
Wall Street Master Stockfolio	435 Foxridge Dr SW	Online Publication
Wishing Well Gifts of Leesburg	235 Roanoke Dr SE	Specialty Gifts

PERSONNEL

Pursuant to Section 4-3 of the Town Charter, the following personnel actions have occurred since the last report:

New Hires	Position	Department
None		

Resignations	Position	Department
Wayne Blake	Utility Plant Operator	Water Treatment

PLANNING AND ZONING**Current Planning Division Activity****Plans accepted for review during the period June 4, 2001-June 15, 2001**

- Tavistock Farms Section 19-Construction of single family attached homes
- Harvest Square Lot 5- Retail/Office development
- Kincaid Forest Section 4B- Construction of single family homes
- Honician Development- Retail/ Office Development
- Potomac Crossing Section 10 – Construction of single family homes
- Airport North Area Development- Research and Development offices
- Potomac Crossing Section 8 – Construction of single family homes
- Stratford Ryland, Land Bay C – Construction of Townhomes
- Subdivision and Land Development Regulations Rewrite
- Potomac Crossing/Battlefield Parkway-Road improvement project
- Edwards Landing Section 3- Construction of single family homes
- Potomac Station Battlefield Parkway – Road Improvement project
- Loudoun Country Day School – Construction of Two Temporary buildings

Plans reviewed or completed during the period June 4, 2001 June 15, 2001

- Smarts Mill Road – Road construction improvement
- Georgetown Mews- Construction single family homes
- Potomac Crossing Section 10-Construction of single family homes
- Loudoun Country Day School- Construction of two temporary class rooms
- Leyland Heights BLA – Adjustment of property boundary
- Main Street Presentation- Discussion of downtown revitalization
- Market Station L.L.C.- Parking lot paving
- Stowers Section 3- Construction of single family homes

ZONING PERMITS 01-788 TO 01-850**NEW CONSTRUCTION RESIDENTIAL**

Potomac Crossing 3 SFD @ \$105,000
Beauregard Estates 2 SFD @ \$125,000
Potomac Station 6 SFD @ \$105,000
Sycamore Hill 6 SFA @ \$167,000
Edwards Landing 12 SFA @ \$45,000
Kincaid Forest 3 SFD @ \$100,000

NEW CONSTRUCTION COMMERCIAL

1 King Street NW
237 Fairview St. Buildings 1 and 2
420 Dodd Dr. NW Storage Building

OCCUPANCY PERMITS

Potomac Station 5 SFD
Beauregard Estates 1 SFD
Tavistock Farm 2 SFA
Potomac Crossing 2 SFD
Kincaid Forest 3 SFD
Woodlea Manor 2 SFD

OCCUPANCY PERMITS COMMERCIAL

O'Conner, Piper & Flynn ERA 545 E. Market Street
850 Davis Ct. SW
1503 Edwards Ferry Rd. NE

UTILITIES**Water Supply Division****Capital Projects Update****Water Treatment Plant Upgrade to 10 MGD**

The contractor is performing the following operations:

- Conducting mechanical and electrical operations.
- Performing painting and special coating applications.
- Control system configuration and equipment calibrations are in progress.
- New filter and chemical equipment are being placed in service.
- Installing laboratory furniture.

WTP Expansion Project Status

Dollar value complete 97% Time Elapsed 128%

The contractor continues to be approximately 175 days behind schedule.

Project substantial date was December 28, 2000.

No time extension has been agreed upon, therefore, liquidated damages are being withheld at a rate of \$1,000.00 per day.

Water Pollution Control Division**Capital Projects****Biological Nutrient Removal Upgrade (BNR)**

- Construction value is 91 % completed, construction cost to date is \$5,307,540 with current construction cost at \$5,853,670 (\$67,559 in change orders and \$180,372 received in the tender agreement).
- Final completion is approximately 30 days behind the extended date of July 22, 2001.
- Grant Funds received to date: \$6,011,023 with an approved balance of \$466,711 and approximately \$127,600 in additional grant eligible costs, which will be requested under grant modification number 3 at the completion of the BNR and BMU projects.

Biosolids Management Upgrade (BMU)

- Construction value is 70 % complete. Construction cost to date is \$6,951,921 with current construction cost at \$9,887,189 (\$6,204 in change orders and \$455,985 received in the tender agreement).
- Construction is on schedule to meet the extended completion date of September 14, 2001.
- Loan funds received to date: \$10,037,475 with an approved balance of \$962,525.

BALCH LIBRARY

Balch Library has received all of the newspapers in the *Loudoun Times-Mirror* gift. This includes papers from the early 1800's as well as current issues of the *Eastern Loudoun Times*. Some surprising finds were 1920's issues of the *Blue Ridge Herald*, a western Loudoun paper. These issues had been "missing" for years. Two staff members will work on inventorying these newspapers.

On June 23rd, we had a visit from Mike Plunkett, Director of Special Collections at the University of Virginia library. Mr. Plunkett will be assisting staff in reviewing our archives policies and procedures and in making a plan for the use of the material. Our staff will visit UVA in September. This program will be funded by the donation received from the Rust Foundation.

TOWN OF LEESBURG

Full-Time Positions being Recruited as of June 22, 2001

Department	Position Title	Date of Vacancy	Ad Placed	Apps Rec'd	Prelim Interview	Final Interv	Offered	Reject
Airport	1 Airfield Maint Worker I	5/9/01	✓	✓	✓	✓	✓	✓
Executive	1 Management Intern	7/1/01	✓	✓	✓	✓	✓	✓
	1 Secretary/Asst to the Clerk	7/1/01	✓	✓				
Econ Dev	1 Economic Development Director	5/7/01	✓	✓	on hold			
	1 Administrative Secretary	3/9/01	✓	✓	on hold			
Eng & PW	1 Asst Bldngs Supt	1/24/01	✓	✓	✓			
	1 Engineer I - Spec Proj	1/24/01	✓	✓	✓			
	1 Engineer I - Traffic	1/24/01	✓	✓	✓			
	1 Inspector Supervisor	5/22/01	✓	✓				
Finance	1 Purchasing Clerk	7/1/01	✓	✓	✓			
	1 Budget Analyst	6/25/01	✓					
Parks and Rec	1 Outdoor Facilities Superv	7/1/01	✓	✓				
Personnel	1 Training Coordinator	7/1/01	on hold					
P&Z	1 Planner	7/1/01	✓	✓				
Police	1 Police Officer	7/1/01	✓	✓				
Util Lines	2 Util Maint Worker II	7/1/01	✓	✓				
Water Treatmt	1 Utility Plant Operator	4/3/01	✓	✓	✓	✓	✓	✓
	1 Utility Plant Operator	6/15/01	✓					
Wastewater	1 Util Maint Worker II	7/1/01	✓	✓				
TOTAL	19							

R. S. Noe

